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Weekly Report for Week Ending 20 May 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

Returned to the requestor, Office of Personnel, through Stock Control, O/L, a requisition for two Diebold Elevator Files costing \$5,000. Our review of the proposed application of these files indicated that the number of references to this file was not enough to justify the expenditure. []

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2. Assignments

a. Filing Equipment []

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OCR/IR/FE/NE/A Shelf Filing

Memorandum forwarded to the Office of Security requesting inspection of this area. Waiting for a reply.

Office of Training/Intelligence School, Shelf Filing

Plans for shelf filing in this area were completed and presented to [] of the Intelligence School, but, due to some last minute changes by [] a revised plan will be necessary. Plan now being developed.

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OTR/Operations School/ Headquarters Training, Shelf Filing

Plans for a secured area in [] are being prepared for improved space utilization. We were requested to prepare more than one plan due to the expected release of 30% to 50% of present holdings by destruction or retirement. If recommendation to convert to shelving is accepted 25-4 drawer legal cabinets, 1-5 drawer legal cabinet and 1-4 drawer legal safe will be returned to stock.

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Office of Security/Building 13, Shelf Filing

OO/Contact Division, []

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OP/Records and Services Division/Test Installation

No change from previous report.

b. Records Systems

OSI []

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A meeting was held with the Acting Chief, Elint Staff and analysts to explain the file system we are developing for their specific needs. The members of the Staff accepted our suggestion that a thorough screening of the files be made to remove obsolete materials before we proceed. Subsequent to this meeting, [] Admin. Office for Elint, informed me that two cubic feet were destroyed and one foot transferred out of Elint. It is anticipated that additional records will be destroyed. Due to the complexity of file subjects involved in Elint, we are developing a 3x5 card index for their

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c. Records Schedules

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CO/FDD and team)

No change from previous report.

Executive Registry

Changes in the schedule are being considered.

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OCR

Questions raised by RMS and Records Center on revised schedule have been distributed by ARO/OCR to records custodians in OCR Divisions for review and reply.

d. Special Projects

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OSS Records/RI

Inventory continues.

Support Staff Records /DD/P

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Survey continues in WH Division.

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File Cleanup Campaign

Sterilized File Cleanup booklet for possible use in field and outside Campaign. Gave poster ideas about records in New Building to Graphics for rough drafts.

Preparation of Subject Index to Handbook for Subject Filing

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Subject index is being prepared on 3x5 cards by IAS Pool. Changes and additions of subjects made by RMS analysts in file installations are to be incorporated in the master deck which will be maintained in RMS.

Emergency Filing Equipment

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Completed and submitted detailed list of advantages in New Building possible with use of non-insulated 5-drawer safes.

Completed for review by Emergency Planning Staff an estimate on growth of emergency files over various lengths of time with various size work forces.

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Review of Clerical Training in Filing []

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- a. Proposed artwork for color slides of exhibits from Handbook for Subject Filing reviewed and approved by chief instructor and chief of OTR's Visual Aids Unit. Demonstrator file is being prepared by IAS Pool.
- b. Obtained from National Archives Office of Records Management color slides and reference material proposed for use in NARS workshops on filing.

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e. Inactive Projects []

Audit of FDD Records Control Schedule

Sorting Equipment Booklet

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Revision of [] Records Management Program Guide.

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3. Vital Materials []

The proposed change in the method of recording receipt of NIS Map Negatives at the Repository has been accepted by [] In the future it will not be necessary for the Repository to punch tab cards for NIS map negatives. Form 229 will be used for recording these deposits and also will serve as a locator index. The form will also be used by [] at Headquarters as an indicator as to what sections have been deposited.

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Eight members from DD/P accompanied [] to the REpository in the past week.

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[] OCR/SR Barton Branch and four SR employees accompanied last week's trip to the Repository to review their deposits.

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[] Office of the Comptroller informed us that our verbal request for removal of blank Treasury envelopes from the Repository to either the warehouse or the Records Center Building at [] has been turned down by the Comptroller.

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Microfilming:

OCR/GR continues

Logistics begun this week.

OSI completed this week.

4. News

- a. The Staff attended Records Management Training Session at National Archives IRAC meeting to hear Army use of "Brain Storming Sessions" and report on February Session on Records Management problems.

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[REDACTED]

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1. Contributions (Intangible)

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- a. Briefed [REDACTED] of the Records Center on Management Staff organization and functions and the Agency Records Management Program.
- b. Initiated a memorandum to Supply Division recommending the stocking of typists' Data-Guides. This action implemented an employee suggestion.

2. Assignments-Active

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- a. Overnight Storage Box - Revised the article for the Support Bulletin to include a sketch of the redesigned storage box. Arranged with [REDACTED] for a representative of [REDACTED] to discuss with us the possibility of making the box of plastic.
- b. Records Disposition Workshop - Completed the introductory script. Developed ideas for 19 slides. Arranged for the art work by Logistics Graphics.

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3. Assignments - Inactive

- a. Courier Receipt and Chain Envelope.
- b. DD/P Records Management Program.

[REDACTED]

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